

Sisseton Wahpeton Oyate

Job Description

Job Title: Police Dispatcher

General Duties:

- Operates the police and state radio net control
- Records all radio calls transmitted and received on the radio log
- Receive the public and answer all inquiries in person or by telephone using routine procedures
- Takes complaints from the general public, recording all necessary information and refer to appropriate authorities.
- Takes calls for emergency and police assistance.
- Dispatch officers by radio, telephone or in person to areas or locations where needed.
- Any duties given by Supervisor.

Requirements:

- Works Holidays and rotating shifts
- Certification within 1 year
- Must have a High School Diploma or equivalent
- Must have a valid drivers license and a clean driving record for the past 3 years excluding Minor Traffic Violations
- Must be able to be insured by the Tribe's Vehicle Insurance Company
- Must be knowledgeable in computers
- Must be skilled in the use of communication equipment
- Must be skilled in the use of radio log
- Must be skilled in the use of the telephone log
- Must be skilled in the use of official call letters or numbers
- Must be skilled in the use of radio code and signals
- Must be skilled in dispatching Police Officers for most efficient use
- Must be knowledgeable of applicable laws and what constitutes a breakage of the law
- Must be knowledgeable of jurisdictional issues
- Must be knowledgeable of Police/Community relations in working with the public
- Must be knowledgeable of report writing
- Must be knowledgeable Federal guidelines for employees
- Must knowledgeable of Personnel guidelines for employees
- Must have a home telephone
- Must adhere to the SWO drug free policy
- Must submit and pass the required criminal/character background investigation

- No felonies
- No conviction theft/fraud
- Must be of good moral character

Supervisory Control:

The dispatcher functions under the immediate supervision of the Police Dispatch Supervisor who is under the Supervisory Police Officer. The dispatcher uses own initiative in carrying out routine duties. The dispatcher will request the supervisor's assistance in any situation as needed. The Dispatcher's performance of duties will conform to established procedures.

Guidelines:

- Guides utilized include the SWO Law Enforcement Standard Operating Procedures, area and local directives and memoranda and Tribal Codes relative to their duties.
- Will follow the prescribed rules and regulations governing the operation of communication systems and will be guided by the procedures set forth by the Federal Communication Commissioner.

Complexity:

- The Dispatcher (unless in trainee position) requires only limited supervision in handling assigned duties. The Dispatcher will be expected to handle public inquires. Resourcefulness and patience are required qualities.

Scope and Effect:

- The Dispatcher contributes to the effectiveness of the overall objectives of the Law Enforcement Services Branch by effectively handling police communications and the public, promptly and efficiently.

Personal Contacts:

- Contacts are made for taking accurate, factual complaints, giving factual information and exchanging information.

Physical Demands:

- Must possess mental and emotional stability, normal hearing and must be free of speech impediments which would hinder him/her in carrying out primary duties. Will be required to work irregular hours. Will be required to take a drug test as required by law.

Work Environments:

- Will be working primarily indoors.

Approved _____ Date 12/21/15

